

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C-838

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Agency HOWARD COUNTY GOVERNMENT

Division/Unit Ho. Co. Board of License
Commissioners

Item No.	Description	Retention
	All electronic media records will be created and stored using a system that is in compliance with Comar 14.18.04. Permanent records will be transferred to MSA on CD stored as "Tif" files with retrieval software also embedded on the CD.	

Schedule Approved by Department, Agency, or Division Representative.

Date 7/9/98
Signature Phyllis L. Pritchett

Typed Name Phyllis L. Pritchett

Title Records Management Officer

Schedule Authorized by State Archivist

Date JUL 22 1998

Signature Edward C. Saperstein

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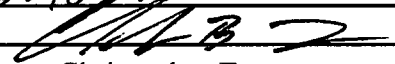
Agency HOWARD COUNTY GOVERNMENT

Division/Unit Howard County Board of License Commissioners

Item No.	Description	Retention
1	<u>License Files</u> Files contain license applications, decisions, correspondence, back-up material; statistical reports sent to the State Comptroller; By-Laws	PERMANENT. Existing licensee files retained in Board Office. Retain closed files and statistical reports in Board Office 2 years, then retain permanently on CD ROM with a copy of the CD forwarded to the State Archives. NOTE: Original paperwork to be destroyed after CD has been verified.

Schedule Approved by Department, Agency, or
Division Representative.

Date 6-16-98

Signature 

Typed Name Christopher Emery

Title Administrator

Schedule Authorized by State Archivist

Date JUL 22 1998

Signature 

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>1</u> OF <u>1</u>	
Department/Agency Howard County Board of License Commissioners		2. Division		3. Unit	
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title License Files				5. Earliest Year/Latest Year 1951 to present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Files contain license applications, decisions, correspondence, back-up material; statistical reports sent to the State Comptroller, By-Laws.					
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) To be converted to CD-ROM in near future		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume 40 cubic ft Number _____ <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) boxes	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly as needed		12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) permanent			
13. Current Location(s) (Bldg., Floor, Room) George Howard Building, Liquor Board Office 1st floor, 3430 Court House Drive Ellicott City, MD 21043		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention Permanent. Existing licensee files retained in Board Office. Closed files and statistical reports retained in Board Office 2 years, then permanently on CD-ROM with a copy of CD forwarded to the State Archives			
Name and Title of Preparer Denise King, Admin. Assistant		20. Telephone Number 410-313-2008		21. Date June 15, 1998	